



## JOB DESCRIPTION

Title: **HUMAN RESOURCE ANALYST**  
Department: Human Resources  
Class Code: 5450  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1990 (Rev. 07/2008)  
Grade Number: 17

### GENERAL PURPOSE

Under general supervision of the Human Resource Director, performs a wide variety of professional human resource services which may include, benefits administration, recruitment/selection, performance reviews, employee relations, classification/compensation plans, health and safety.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- \*-- Conducts and coordinates the recruitment/selection process including advertising position openings, screening applications; assists departments with scheduling testing, defining selection criteria, conducting T& E ratings, organizing exams, tests, assessment centers and interviews. Notifies applicants of selection outcome, conducts employment reference checks and addresses concerns applicants may have about the selection process; develops and maintains job registers by working with Department/Division heads.
- \*-- Designs and maintains Human Resource web pages to include posting updated job descriptions, benefits information, employment resources and ensures current job openings are posted and removed in a timely manner following the closing date.
- \*-- Researches, develops and administers citywide insurance plans, (i.e. medical, dental, life, LTC, LTD); coordinates annual open enrollment/benefits fair and provides payroll and insurance carriers with adds, deletes, etc. in a timely fashion; works with retirees to ensure a smooth transition and conversion of benefits.
- \*-- Conducts new employee orientation; administers IRS 125 plan, State Retirement 401(k)/457 plans, ICMA Retirement Plan, VantageCare Retirement Health Savings Plan, At-Will Appointed 457 Insurance Plan, employee benefit statements, FMLA/LOA's, tuition assistance, service awards, alternate transportation rebates, safety awards, and unemployment.

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- \*-- Responsible for a comprehensive employee personnel records system for all employees, regardless of category of employment, including insurance/benefit forms, personnel action forms, pay history, performance evaluations, promotions, market adjustments, merit increases, bonuses, COLA's, and disciplinary documents; manages records according to State of Utah and Utah Retirement Systems records retention schedules; provides other monthly status reports and administrative functions related to the Personnel Advisory Board.
- \*-- Responsible for employee medical files, coordinates employee physicals and drug tests; provides administrative support to Safety/Health Manager to include taking minutes of monthly safety committee and wellness committee meetings, and various other reports.
- \*-- Advises employees and distributes information regarding benefits, compensation, policies and procedures; provides assistance and staff support to departments/divisions as requested; answers public inquiries concerning job openings, employment verifications, and general information.
- \*-- Assists with administration of the classification and compensation plan, including updating job descriptions, classifying and reclassifying positions and conducting salary surveys.
- \*-- Acts as administrator for the Performance Pro employee evaluation program; answers technical questions, and updates employee information in the system.
- \*-- Assists the Director in coordinating, developing and presenting human resource related training programs to management and employees; assists in the typing of correspondence; creates and maintains detailed spreadsheets used to track personnel data.
- \*-- Responsible for ordering department supplies, purchase orders, check requests and reconciliation and payment of bills.
- \*-- Assists in conducting human resource policy and program research and development projects, including developing research format, collecting data, formulating results, and regularly creates reports regarding employee benefits, personnel changes, and other human resource activities; makes employee handbook updates and assists in the implementation and application of new and existing personnel policy.
- \*-- Attends human resource related seminars and conferences, and reads industry journals and magazines to stay current on trends and legal requirements.
- \*-- Takes action during Director's absence and uses initiative and judgment to see that human resource matters requiring immediate attention are handled in a manner so as to minimize the effect of the Director's absence; attends Mayor's staff meeting in the absence of the Director.

- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a bachelor's degree in human resources, psychology, public/business administration or closely related field, plus one (1) year experience in human resource management, compensation and classification, recruitment, benefits administration, accounting, finance or equivalent combination of education and/or experience.
- Preference given to those with experience in the use of spreadsheets, word processing, and PowerPoint presentations.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of regulatory and professional guidelines; understands and is able to apply professional guidance and regulations (federal, state, local) to problems of selection system development and implementation.
- Knowledge of research methods and policy formulation; knowledge of benefits administration, public pay administration, position classification, and salary surveying; knowledge of personnel selection, validation, performance appraisal, and affirmative action; knowledge of merit principles and systems.
- Must be highly skilled in the use of Excel, Word, and Wordperfect. Must have a basic knowledge of PowerPoint.
- Ability to appropriately plan and organize; administer and prioritize; monitor and evaluate the work flow of projects and activities.
- Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; apply general principles effectively to specific conditions.
- Resistance to stress. Ability to maintain composure and communicate effectively under stress; ability to perform effectively under competing and/or conflicting demands on time and self in a busy environment; skill and tact in dealing with others.
- Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities. Ability to perform moderately complex research work. Ability to formulate and write personnel policy.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, database and spreadsheet software; typewriter, calculator; phone; copy machine; fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.